

Minutes of the meeting of the Human Resources Committee of the Board of Directors of the Cook County Health and Hospitals System (CCHHS) held Thursday, December 13, 2018 at the hour of 8:30 A.M. at 1950 W. Polk Street, in Conference Room 5301, Chicago, Illinois.

**I. Attendance/Call to Order**

Chair Richardson-Lowry called the meeting to order.

Present: Chair Mary B. Richardson Lowry and Directors Mary Driscoll, RN, MPH and Sidney A. Thomas, MSW (3)

Board Chair M. Hill Hammock (ex-officio)

Absent: None (0)

Additional attendees and/or presenters were:

Orlando Brown – Cook County Bureau of Human Resources

John Jay Shannon, MD – Chief Executive Officer

Jeff McCutchan –General Counsel

Wayne Wright – Director of Organizational

Barbara Pryor –Chief Human Resources Officer

Development and Training

Deborah Santana – Secretary to the Board

The next meeting of the Committee will be held on Tuesday, February 19, 2019 at 9:00 A.M.

**II. Public Speakers**

Chair Richardson-Lowry asked the Secretary to call upon the registered public speakers.

The Secretary responded that there were none present.

**III. Action Items**

**A. Minutes of the Human Resources Committee Meeting of October 18, 2018**

Director Thomas, seconded by Chair Richardson-Lowry, moved to accept the minutes of the meeting of the Human Resources Committee of October 18, 2018. THE MOTION CARRIED UNANIMOUSLY.

**B. Any items listed under Sections III and V**

**IV. Report from Chief Human Resources Officer (Attachment #1)**

Barbara Pryor, Chief Human Resources Officer, reviewed her report, which included information on the following subjects:

#### **IV. Report from Chief Human Resources Officer (continued)**

##### **Impact 2020-Cook County Health (CCH) HR Strategies**

- Focus Area 1: Deliver High Quality Care  
Highlighted Tactic: 1.5 – Develop cultural competency of workforce
- Focus Area 3: Foster Fiscal Stewardship  
Highlighted Tactic: 3.3(b) – Leverage other information technology initiatives such as County-wide Enterprise Resource Planning (ERP) implementation
- Focus Area 4: Invest in Resources  
Highlighted Tactic: 4.2(d) – Perform annual performance evaluations

##### **Metrics - CCH 2018 HR Strategies**

- Improve / Reduce Average Time to Hire
- HR Activity Report – Open Vacancies
- Hiring Snapshot

Wayne Wright, Director of Organizational Development and Training, provided additional information on the subject of annual performance evaluations. These will be done each year for each employee between October and December. Chair Richardson-Lowry stated that, in her experience, in an organization this size, she has found that doing them in a specific period of time is better than doing them on each employee's hiring date anniversary, particularly in light of the fact that there is a cultural shift that is happening in the organization. She added that it might be helpful to do a comparative analysis of what other large comparable institutions are doing in that regard.

During the discussion of the information contained in the Hiring Snapshot, Director Driscoll stated that in previous reports, metrics regarding nursing vacancies and nursing filled positions have been included; she inquired whether this information can be provided. Board Chair Hammock requested that those metrics regarding vacancies filled in the Finance Department also be included in that information. Ms. Pryor responded that she will provide an update with that information after the meeting.

During the discussion of separations of employees relating to retirements, Chair Richardson-Lowry inquired whether a notice period has been formalized for departures. Ms. Pryor responded that, for the majority of the employees, that would need to be negotiated with the labor unions.

#### **V. Closed Meeting Items**

##### **A. Report from Chief Human Resources Officer**

##### **B. Discussion of personnel matters**

##### **C. Update on labor negotiations**

##### **D. Discussion of litigation matters**

##### **E. Proposed Collective Bargaining Agreements with:**

- The International Union of Operating Engineers, Local 399, representing operating engineers County-wide
- The Cook County Pharmacy Association, Chicago Joint Board, Retail, Wholesale and Department Store Union (RWDSU), Local 200, representing pharmacists and pharmacy technicians
- RWDSU, Local 200, representing administrative staff

**V. Closed Meeting Items (continued)**

Director Thomas, seconded by Director Driscoll, moved to recess the open meeting and convene into a closed meeting, pursuant to the following exceptions to the Illinois Open Meetings Act: 5 ILCS 120/2(c)(1), regarding “the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity,” 5 ILCS 120/2(c)(2), regarding “collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees,” and 5 ILCS 120/2(c)(11), regarding “litigation, when an action against, affecting or on behalf of the particular body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting.”

On the motion to recess the open meeting and convene into a closed meeting, a roll call was taken, the votes of yeas and nays being as follows:

Yea: Chair Richardson-Lowry and Directors Driscoll and Thomas (3)  
Nays: None (0)  
Absent: None (0)

THE MOTION CARRIED UNANIMOUSLY and the Committee recessed into a closed meeting.

Chair Richardson-Lowry declared that the closed meeting was adjourned. The Committee reconvened into the open meeting.

Director Driscoll, seconded by Director Thomas, moved to approve the proposed Collective Bargaining Agreements with the following:

- The International Union of Operating Engineers, Local 399, representing operating engineers County-wide;
- RWDSU, Local 200, representing pharmacists and pharmacy technicians; and
- RWDSU, Local 200, representing administrative staff

THE MOTION CARRIED UNANIMOUSLY.

**VI. Adjourn**

As the agenda was exhausted, Chair Richardson-Lowry declared the meeting ADJOURNED.

Respectfully submitted,  
Human Resources Committee of the  
Board of Directors of the  
Cook County Health and Hospitals System

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Mary B. Richardson-Lowry, Chair

Attest:

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Deborah Santana, Secretary

Requests/Follow-up:

Follow-up: Suggestion made regarding doing a comparative analysis on comparable institutions pertaining to the timing of their annual employee performance evaluations. Page 2

Follow-up: Request for information to be provided on nurse vacancies, and vacancies filled in nursing positions and in the Finance Department. Page 2